

Once a week

# **FLOOR CARE SCHEDULE**

## **BUILDING 028 Team 1**

**PREPARED BY: Charles Smith**

**REVIEWED BY:**  
**CLEANED BY: Hawk and Sidney**

BUILDING 028	FLOOR CARPET	TYPED OF WORK	HARD SURFACE	TYPE OF WORK	SCHEDULED DATES:
<b>1<sup>st</sup> FLOOR</b>					
			Stairway	Vac, Mop, Dust	Once a Week
			Mail Room Floor	Hi-Speed	Once a Week
			Print Room	HI-Speed	Once a Week
			White Tile Hallway	Hi-Speed	Once a Week
			Grey Floor Hallway	Scrub	Once a Month
			Lobby Tile	Scrub	
	Cafeteria	Spot Clean			Twice a Month
	Suite 134	Spot Clean			Twice a Month
	Reception Area	Spot Clean			Twice a Month
	Gym Room	Spot Clean			Twice a Month
	Lobby carpet	Spot Clean			Once a Week
			Out Side Patio Area	Scrub	Twice a Month
			Restrooms Tile	Scrub	Once a Month
			Janitor closet	Hi-Speed	Once a week
<b>2<sup>ND</sup> FLOOR</b>					
			Stairway	Vac, Mop,Dust	Once a Week
			Restroom Tile	Scrub	Once a Month
			File Room 210	Hi-Speed	Once a week
			Tally Room 209	Hi-Speed	Once a week
			Encoding room 208	Hi-Speed	Once a week
			Mail Room 207	Hi-Speed	Once a week
			Breakroom 214	Hi-Speed	Once a week
			Mail Center 2B	Hi-Speed	Once a week
			Storage room	Hi-Speed	Once a week
			Janitor Closet	Hi-Speed	Once a week
	Suite 200	Spot Clean			Twice a Month
	Conf. Room 204	Spot Clean			Twice a Month
<b>3<sup>RD</sup> FLOOR</b>					
			Stairway	Vac, Mop,	Once a Week

				Dust	
			Restroom Tile	Scrub	Once a Month
			Console room 326	Hi-Speed	Once a week
			Janitor closet	Hi-Speed	Once a week
			Mail room 3B	Hi-Speed	Once a week
			Copy Room 302, 319	Hi-Speed	Once a week
			BreakR. 304, 320	Hi-Speed	Once a week
	Training r. 313	Spot Clean			Twice a Month
	Suite 317, 322	Spot Clean			Twice a Month
	Suite 327, 311	Spot Clean			Twice a Month
<b>4<sup>th</sup> FLOOR</b>					
			Stairway	Vac. Mop, Dust	Once a Week
			Restroom Tile	Scrub	Once a Month
			Computer r. 403	Hi-Speed	Once a week
			Mail Room 4B	Hi-Speed	Once a week
			Break R. 406, 415	Once a week	Once a week
			Copy Room 412,	Hi-Speed	Once a week
	Suite 402	Spot Clean			
<b>5<sup>th</sup> FLOOR</b>					
			Stairway		Once a Week
			Restroom Tile	Scrub	Once a Month
			Storage r. 518, 522	Hi-Speed	Once a week
			Break R. 514, 507	Hi-Speed	Once a week
			Copy R. 506,	Hi-Speed	Once a week
			Janitor closet	Hi-Speed	Once a week
	Suite 512	Spot Clean			Twice a Month
	Suite 521	Spot Clean			Twice a Month
<b>6<sup>TH</sup> FLOOR</b>					
			Stairway		Once a Week
			Restroom Tile	Scrub	Once a Month
			Janitor closet	Hi-Speed	Once a week
			Break R. 610, 617	Hi-Speed	Once a week
			Copy r, 620	Hi-Speed	Once a week
			Mail room 6C	Hi-Speed	Once a week
	Suite 612	Spot Clean			Twice a Month

<b>7<sup>TH</sup> FLOOR</b>					
			Stairway	Vac, Mop, Dust	Once a Week
			Restroom Tile	Scrub	Once a Month
			Janitor closet	Hi-Speed	Once a week
			Mail Room 7B	Hi-Speed	Once a week
			Break R.704,707	Hi-Speed	Once a week
	Open suite	Spot Clean			Twice a Month
<b>PENTHOUSE</b>					
			Restroom Tile	Hi-Speed	Once a Week
			Breakroom Tile	Hi-Speed	Once a week
			Engineer's Office	Hi-Speed	Once a week
<b>12<sup>th</sup> floor</b>					
			Restroom Tile	Hi-Speed	Once a week
			BREAKROOM TILE FLOORS	HIGH SPEED	Once a week
			Freight		

# FLOOR CARE SCHEDULE

## BUILDING 028 TEAM 2

PREPARED BY: Charles Smith

REVIEWED BY:  
CLEANED BY: Larry and Dan

BUILDING 028	FLOOR CARPET	TYPED OF WORK	HARD SURFACE	TYPE OF WORK	SCHEDULED DATES:
<b>16th FLOOR</b>					
			Stairway	Vac, Mop, Dust	Once a week
			Restroom Tile	Scrub	Once a month
			Storage Room 16B	HI-Speed	Once a week
			Janitor closet	HI-Speed	Once a week
			Break R 1603, 1616	HI-Speed	Once a week
			Equip. room 1605	HI-Speed	Once a week
	Suite 1602	Spot clean			Twice a month
<b>15th FLOOR</b>					
			Stairway	Vac, Mop, Dust	Once a Week
			Restroom Tile	Scrub	Once a month
			Mail room 15B	HI-Speed	Once a week
			Janitor closet	HI-Speed	Once a week
			Break R. 1508,1504	HI-Speed	Once a week
			Copy r. 1503	HI-Speed	Once a week
	Suite 1500	Spot clean			Twice a month
<b>14th FLOOR</b>					
			Stairway	Vac, Mop, Dust	Once a Week
			Restroom Tile	Scrub	Once a month
			Mail Room 14B	HI-Speed	Once a week
			Janitor closet	HI-Speed	Once a week
			Copy r. 1405	HI-Speed	Once a week

			Break R. 1402, 1409	HI-Speed	Once a week
			Employee L. 1410	HI-Speed	Once a week
	Suite 1407	Spot clean			Twice a month
<b>11<sup>th</sup> FLOOR</b>					
			Stairway	Vac, Mop, Dust	Once a Week
			Restroom Tile	Scrub	Once a month
			Janitor Closet	HI-Speed	HI-Speed
			Camera room 1106	HI-Speed	HI-Speed
			Mail room 11A	HI-Speed	HI-Speed
			Break R. 1103	HI-Speed	HI-Speed
			Phone room	HI-Speed	HI-Speed
	Suite 1104	Spot clean			Twice a month
<b>10<sup>th</sup> FLOOR</b>					
			Stairway	Vac, Mop, Dust	Once a Week
			Restroom Tile	Scrub	Once a month
			Janitor closet	HI-Speed	Once a week
			Analysis room 1013	HI-Speed	Once a week
			Break R. 1009,1004	HI-Speed	Once a week
	Suite 1014	Spot clean			Twice a month
<b>9<sup>TH</sup> FLOOR</b>					
			Stairway	Vac, Mop, Dust	Once a Week
			Restroom Tile	Scrub	Once a month
			Janitor closet	HI-Speed	Once a week
			Break R. 910, 903	HI-Speed	Once a week
			Copy room 909	HI-Speed	Once a week
			Employee L. 905	HI-Speed	Once a week
			Storage Room 9B	HI-Speed	Once a week
	Suite 900	Spot clean			Twice a month
<b>8<sup>TH</sup> FLOOR</b>					
			Stairway	Vac, Mop,	Once a Week

				Dust	
			Restroom Tile	Scrub	Once a month
			Janitor closet	HI-Speed	Once a week
			Break r. 808, 807	HI-Speed	Once a week
			Copy r. 811, 806	HI-Speed	Once a week
			Mail room 8B	HI-Speed	Once a week
	Suite 800	Spot clean			Twice a month

# FLOOR CARE SCHEDULE

## BUILDING 028 TEAM 3

PREPARED BY: Charles Smith

REVIEWED BY:  
CLEANED BY: John and Rey

BUILDING 028	FLOOR CARPET	TYPED OF WORK	HARD SURFACE	TYPE OF WORK	SCHEDULED DATES:
24 <sup>th</sup> FLOOR					
			Stairways	Vac, mop, dust	Once a Week
			Restrooms	Scrub	Once a month
			Janitor closet	Hi-Speed	Once a Week
			Break R. 2425, 2426	Hi-Speed	Once a Week
			Storage room 244	Hi-Speed	Once a Week
	Suite 2408	Spot Clean			Twice a Month
	Suite 2427	Spot Clean			Twice a Month
23 <sup>rd</sup> FLOOR					
			Stairway	Vac, mop, dust	Once a Week
			Restrooms	Scrub	Once a month
			Janitor Closet	Hi-Speed	Once a Week
			Break R	Hi-Speed	Once a Week
			Copy R.	Hi-Speed	Once a Week
	Suite	Spot Clean			Twice a Month
	suite	Spot Clean			Twice a Month
22 <sup>nd</sup> FLOOR					
			Stairway	Vac, mop, dust	Once a Week

			Restrooms	Scrub	Once a month
			Copy r. 2222, 2235	Hi-Speed	Once a Week
			Break r. 2223, 2202	Hi-Speed	Once a Week
			Employee L. 2224	Hi-Speed	Once a Week
			Mail R. 22B	Hi-Speed	Once a Week
			Janitor Closet	Hi-Speed	Once a Week
	Suite 2232	Spot Clean			Twice a Month
	Suite 2210	Spot Clean			Twice a Month
	Suite 2225	Spot Clean			Twice a Month
<b>21<sup>st</sup> FLOOR</b>					
			Stairway	Vac, mop, dust	Once a Week
			Restrooms	Scrub	Once a month
			Janitor closet	Hi-Speed	Once a Week
			Break r. 2113, 2108	Hi-Speed	Once a Week
			Copy r. 2115,	Hi-Speed	Once a Week
			Employee L 2106	Hi-Speed	Once a Week
			Mail Room 21A	Hi-Speed	Once a Week
	Class room 2114	Spot Clean			Twice a Month
	Suite 2102	Spot Clean			Twice a Month
<b>20<sup>th</sup> FLOOR</b>					
			Stairway	Vac, mop, dust	Once a Week
			Restrooms	Scrub	Once a month
			Janitor closet	Hi-Speed	Once a Week
			Print room 2013	Hi-Speed	Once a Week
			Break r. 2014, 2008	Hi-Speed	Once a Week
			Mail room 20B	Hi-Speed	Once a Week
			Copy room 2005	Hi-Speed	Once a Week
	Suite 2002	Spot Clean			Twice a Month
<b>19<sup>th</sup> FLOOR</b>					
			Stairway	Vac, mop, dust	Once a Week



			Restrooms	Scrub	Once a month
			Janitor Closet	Hi-Speed	Once a Week
			Break r. 1905, 1915	Hi-Speed	Once a Week
			Supply room 1913	Hi-Speed	Once a Week
			Copy room 1916	Hi-Speed	Once a Week
			Mail room 19B	Hi-Speed	Once a Week
	Suite 1902	Spot Clean			
<b>18<sup>TH</sup> FLOOR</b>					
			Stairway	Vac, mop, dust	Once a Week
			Restrooms	Scrub	Once a month
			Janitor closet	Hi-Speed	Once a Week
			Break r. 1814, 1805	Hi-Speed	Once a Week
			Equip. r. 1817, 1816	Hi-Speed	Once a Week
			Mail R. 18B	Hi-Speed	Once a Week
	Suite 1820	Spot Clean			
<b>17<sup>th</sup> Floor</b>					
			Stairways	Vac, mop, dust	Once a Week
			Restrooms	Scrub	Once a month
			Janitor closet	Hi-Speed	Once a Week
			Break r. 1710, 171	Hi-Speed	Once a Week
			Copy room 1705	Hi-Speed	Once a Week
			Mail room 17B	Hi-Speed	Once a Week
	Suite 1707	Spot Clean			
	Suite 1713	Spot Clean			
	Suite 1718	Spot Clean			
	Suite 1723	Spot Clean			